

**JEFFERSON COUNTY CONSERVATION DISTRICT  
JOB DESCRIPTION  
CONSERVATION PLANNER/RESOURCE SPECIALIST**

**COMPENSATION STARTING WAGE:**

\$22.00 - \$25.00/hour depending on qualifications and experience.

**HOURS:** 1/2 to full time

**BENEFITS:**

Paid holidays, sick and annual leave, full health insurance, and employer retirement contributions.

**Background:** Jefferson County Conservation District is a political subdivision of State government. The District was established in 1946 to assist land users in resource conservation. Our work is focused primarily on the agricultural community, but we also work with non-agricultural land users.

**Position Summary:** Within the policies of the Conservation District Board of Supervisors and under the supervision of the District Manager, the Conservation Planner/Resource Specialist assists landowners and farm operators with planning, administration, and implementation of the Conservation Reserve Enhancement Program (CREP). CREP is a joint USDA/State of Washington program that rents stream buffers from agricultural landowners and plants those buffers with native vegetation. The Conservation Planner/Resource Specialist also works with staff and landowners on soil health, resource conservation, agricultural best management practices, habitat improvement project planning and implementation, and education and outreach.

The major responsibilities of the Conservation Planner/Resource Specialist include, but are not limited to:

- Market and implement the CREP program to landowners, and monitor installed CREP plans.
- Coordinate and implement the Annual Native Plant Sale and associated educational workshop.
- Provide technical assistance on natural resources concerns including, but not necessarily limited to, soil health, forest and plant resources, habitat improvement, and resource conservation.
- Provide education and outreach to the public on natural resource best management practices.
- Provide geospatial analysis, spatial field data collection, and mapping support for the District using ESRI ArcGIS/ArcPro software.
- Maintain District website, mailing lists, and online communications with interested parties.
- Assist with grant proposals to obtain funding for special initiative projects.
- Assist with development of educational fact sheets, articles, and publications.

- Prepare program specific written progress reports and document accomplishments.
- Develop and support District partnerships with other agencies, organizations, and groups involved in CREP and other natural resource management issues.
- Perform office and administrative tasks in support of assigned projects.
- Attend monthly District Board meetings and other local, area, and state meetings, as needed.
- Attend training sessions and workshops related to skills development. This may involve attendance at evening or weekend meetings.
- Serve as an incidental motor vehicle operator, requiring operation of a motor vehicle on both public and private roads. A valid WA State driver's license is required.
- Properly use, and maintain, District equipment and supplies, and comply with applicable safety procedures.

**Working Conditions:** Duties are performed in both an office and field environment, utilizing standard office equipment, field equipment, and a desktop computer.

**Minimum Qualifications:** Applicant must demonstrate the ability to perform the job functions listed below. A minimum of an AA degree in a field related to natural resources is required. Experience with surveying equipment, statistical analysis, GIS mapping, Excel, Wordpress, and Word is also required. Experience involving the functions listed below may be substituted for education.

**Desired Skills:**

1. Ability to listen deeply to the needs and goals expressed by landowners and identify what programs and services would address them.
2. Strong project management and organizational skills.
3. Willingness to understand District functions, long-range plans, and Washington State Conservation Commission Procedure Manual.
4. Knowledge of a broad range of natural resource conservation principles, techniques, methods, and practices to apply and install conservation systems, which involve complex and diverse agricultural and other land uses.
5. Knowledge of agronomic principles related to livestock management.
6. Knowledge of engineering policies and standards of the agency to investigate, plan, and design structures that are compatible with the NRCS Technical Guide.
7. Ability to become a certified planner under NRCS planning standards and guidelines.
8. Knowledge of NW native plant and shrub species.
9. Experience with tree planting and maintenance.
10. Experience working with contractors and managing contracts.
11. Knowledge of federal and state statutes and programs regarding the Endangered Species Act, the Clean Water Act, and applicable state laws and local ordinances.
12. Knowledge of natural resource planning principles and techniques, understanding of current trends, laws, policies and programs, and familiarity with environmental, social, and other issues that pertain to natural resource conservation.

13. Ability to communicate complex issues, verbally and in writing, to others in formal and informal settings and to motivate individuals to adopt and implement resource conservation practices on their property.
14. Knowledge and skills using computer software such as Microsoft Word, Excel, and ArcGIS desired.
15. Experience using GPS equipment.
16. Ability to operate a motor vehicle to and from the field.
17. Ability to work in the field on varied terrain and in various weather conditions.
18. Ability to work closely with others in a public office environment.
19. Ability to organize, plan, prioritize, and manage multiple tasks under minimal supervision.
20. Ability to maintain accurate records regarding time-keeping and authorized expenses.

**Training and Performance Evaluation:** Performance standards will be developed as needed to assist in evaluating work abilities and work products. The person in this position will be evaluated in accordance with the State Conservation Commission Guidelines. These guidelines include a six-month period of probation and thereafter, at a minimum, evaluations annually. Performance evaluations are designed to aid communications between supervisors and employees, to clarify duties and responsibilities, and to set goals for future performance. Performance of each duty in this position will be evaluated against the requirements developed for the position. Evaluations will be used to substantiate recommendations for promotions, salary increases, and dismissals.

**Note:** This job description does not constitute an employment agreement between the employer and the employee, and is subject to change as the needs of the employer and the requirements of the job change. This is a half-time to full-time position. Work hours may vary on a daily or weekly basis, depending on workload and employee needs. Benefits include full medical, dental, and vision; paid holidays; annual and sick leave; and employer retirement contributions. Depending on employee qualifications, it may be necessary to increase the hours of this position during initial orientation, training, and times of increased workload.

Funding for this position is subject to availability of federal, state, and local government grants and contracts.

All programs and services of Jefferson County Conservation District are offered on a nondiscriminatory basis, without regard to age, race, color, national origin, religion, gender, sexual orientation, marital status, or disability.